

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110043-8

<b>REPORTS INVENTORY</b>						CONTROL NO.  DDS/OF-111	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)  Sensitive Indicator Pouch Report						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)		
	<input type="checkbox"/> LOGISTICS		<input checked="" type="checkbox"/> SECURITY				
	<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE				
4. NO. OF COPIES PREPARED  2		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly				6. DISTRIBUTION (No. of components not number of copies)  1	
7. FORMAT (memorandum, form computer print-out, etc)  Memorandum		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT  RID Memo of 6 February 1968		
10. PREPARING COMPONENT (include lowest level contributing information to report)  OF/SS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) OF/Registry and OF/Monetary both verbal			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-14	\$11.96		1/4		\$ 3.00		4 \$ 12.00
GS-07	3.89		1/10		.38		4 1.52
							\$ 13.52
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
TOTAL COSTS PER YEAR						\$ 13.52	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Report required by DDP/RID Pouch Control officer and by SSA/DDS memo to Director of Finance dated 27 January 1967. Negative reports to date since there has been no misuse discovered in past two years.							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE but previous request to discontinue reporting <input checked="" type="checkbox"/> DISCONTINUE was not approved by C/RID						ESTIMATED SAVINGS	
						MAN-HOURS 1.4	DOLLARS 25X1 \$ 13.52
16. DATE OF INVENTORY 29 Sept. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION OF/SS				18. EXTENSION	

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